**Localised Procedure**

**Toileting and Nappy Change**

**Reviewed: 23/02/2020 Next Review: 23/02/2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality****Standard(s)** | **Leading operating department preschool Guidelines reference** | **School policy or procedure, where applicable** |
| Regulation 77 (2)Regulation 112Regulation 115Regulation 155Regulation 165Regulation 167Regulation 168 2 (h) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):Health Care Plans <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/devimpindhcplan/index.php> | **2.2: Safety**Each child is protected**2.1.2: Health practices and procedures**Effective illness and injury management and hygiene practices are promoted and implemented**5.1.1: Positive educator to child interactions**Positive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included | Pages 30-31 |  |
| *Resources:*Early Years Learning Framework, pg30. <https://www.education.gov.au/early-years-learning-framework-0> Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition) <https://www.nhmrc.gov.au/guidelines-publications/ch55> Education and Care Services National regulations <http://www8.austlii.edu.au/cgi-bin/sinosrch.cgi?mask_path=au%2Flegis%2Fnsw%2Fconsol_reg%2Feacsnr422&method=auto&query>=+ Active Supervision <https://www.acecqa.gov.au/sites/default/files/2018-04/QA2-ActiveSupervisionEnsuringSafetyAndPromotingLearning_1.pdf>  |
| **NAPPY CHANGING** **Rationale:** To ensure that preschool educators provide adequate and appropriate hygienic facilities and procedures for nappy changing. Steps are taken to minimise the spread of infectious diseases that are transmitted by faeces and other bodily fluids through changing nappes in infants and children who have not learnt toileting skills. **Strategies:** A nappy changing table is provided for nappy changes which is separate from food preparation and serving areas. No children under three are serviced at the preschool. A nappy disposal bin is provided in the nappy change area. There is adult hand washing facilities provided in the nappy change area. The nappy change area is currently in the staff toilet area. When a nappy is to be changed the door will be propped open to maintain child and educator child protection measures. If multiple children require nappy changes throughout the day, the nappy change area could be relocated to the child’s bathroom area. Pregnant preschool educators will not change nappies due exposure risk to cytomegalovirus (CMV). (Refer to Education and Care Service National Regulations) Children with medical conditions that require specific support for toileting, for example catheterisation, will need an individual health care plan.  **Procedure:*** Children who are able to, will walk to the change table.
* Children are encouraged to walk up the small steps. Preschool educators may lift the child onto the table but they will consider each child’s weight and physical abilities if they choose to.
* Put on gloves (single use) and place clean paper sheets on change table.
* Remove child’s lower clothing items.
* Preschool educator to open nappy and use their visual skills to determine what actions will need to be undertaken.
1. If the nappy is only wet with urine the educator will use nappy wipes to clean and freshen the nappy area. Preschool educator will pay particular attention to wiping girls in a downward motion to ensure cross contamination between the bottom and genitals is prevented.
2. If the nappy is soiled with faeces the preschool educator will use the nappy to wipe excess faeces from around the nappy area. They will then use nappy wipes to clean the soiled area. Preschool educator will pay particular attention to wiping girls in a downward motion to ensure cross contamination between the bottom and genitals is prevented
* Remove the nappy and paper towels and fold securely and close with the tabs. Remove your gloves and place nappy and gloves into the nappy bin. Preschool educator will ensure they retain one hand on the child at all times to prevent falls off the table.
* Without gloves, dress the child in a fresh nappy and clean clothing.
* Soiled clothing will be securely bagged and stored in the nappy area and returned to the parent at pick up time. If multiple children have bagged clothing items then preschool educators will need to label bags with names.
* Child will wash their hands with soap and running water.

**Cleaning after a nappy change:*** Put on another pair of gloves, wash the change table with spray detergent, and use paper towels to clean the table.
* Remove gloves and put in the nappy bin with the used paper towels.
* Preschool educator to wash hands with soap and running water.

**Communication with families:*** Parents are consulted at their enrolment interview about home/cultural toileting/nappy changing practices. These are used in conjunction with Best Practice and Regulations to ensure consistency and respect is maintained for the child. Collaboration with parents is maintained across the year to work towards toileting skills to be adopted in preference to wearing nappies. The child’s health and physical requirements are always considered in this process.

**Documentation:** * If a child requires nappies to be changed then appropriate documentation will be recorded on the nappy change register. This will be made available to families at pick up, if required. Information collected will be”
1. Date
2. Time
3. Child’s name
4. S – soiled, W – wet
5. Preschool educators name

**TOILETING** Although it is the parent’s role to toilet-train their child at home, young children’s toilet skills are still developing, so it is appropriate for preschool staff to support parents in encouraging and reinforcing good toileting habits. All staff have a duty of care for the safety and wellbeing of children. This might involve helping when there are difficulties with the toileting procedure, undressing for the toilet or in responding to soiling or wetting. When helping children with toileting, staff can take the opportunity to extend children’s skills by actively encouraging them to be responsible for their own toileting and handwashing. Staff should model and teach children to adopt hygienic practices such as flushing and effective handwashing.**PROCEDURE** Families and parents communicate their child’s toileting skills at their enrolment interview. This information can guide further support for parents and teaching practice in the classroom. All preschool children will enter the preschool with various levels of toileting competence. When a child begins their preschool program, preschool educators will observe and support the child if and when required to use the bathroom effectively. Support will involve direct supervision in the bathroom until such a time as the child can manage tasks independently. Preschool educators will guide children in safe and hygienic practices such as our Germ washing song. As individual children gain more skills, direct supervision can be given when; asked for, when multiple children access the bathroom together and through the visual glassed wall between the bathroom and classroom. Preschool educators will follow all health and hygiene practices whilst supervising children in their bathroom. 1. Use single use gloves to wipe bottoms.
2. Use single use gloves to wipe down basins and toilets throughout the day
3. Use paper towel to wipe down bathroom surfaces and spills on the floor
4. Wash hands with soapy water after activity in the bathroom
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